



## Special Projects Manager - Person Specification

<i>What are we looking for?</i>		<i>How will we check if you have it?</i>
<b>Qualification</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"><li>• Degree or equivalent qualifications or relevant experience in project management</li></ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"><li>• Fire safety related qualifications would certainly be an advantage for this role</li><li>• Proven track record in construction project management</li><li>• Qualification in Building Surveying, Architecture, Engineering or Construction Management or non-cognate degree and conversion route</li><li>• We will consider candidates with a strong track record without all of the formal qualifications, provided they are on a route seeking MRICS, MCIOB, MAPM or IOSH status</li></ul>	<b>Application form</b>

<b>Experience</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Minimum of 18 months experience in Project Manager or related discipline role in the UK, preferably within the Housing Sector</li> <li>• Project values more than £150K</li> <li>• Experience of managing Consultants, Contractors and Solicitors</li> <li>• Track record of managing successful programme and project delivery in line with desired outcomes and agreed quality, time and cost targets</li> <li>• Experience of working successfully on multiple projects at the same time</li> <li>• Experience of auditing construction information prior to commencement of works</li> <li>• Experience of snagging and handover of projects</li> <li>• Some management training/experience</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Fire safety specific and/or rainscreen cladding projects</li> <li>• Experience of identifying and managing project interdependencies and implications that cross service boundaries</li> <li>• Experience of working in an established programme and project management environment within an organisational setting</li> <li>• Sound understanding of best practice and industry trends in programme management and experience in pre and post contract matters</li> </ul>	<p><b>Application form Interview</b></p>
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<b>Knowledge and Skills</b>	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Understanding of the client relationship with Contractors and main forms of contract</li> <li>• Ability to make concise factual reports both verbally and in writing</li> <li>• Detail driven and understands the importance of clear record keeping</li> <li>• Technical knowledge of building processes and the roles of the different professions</li> <li>• Knowledge of minimum standards and statutory regulations requirements for construction works</li> <li>• Ability to read and interpret construction drawings and specifications</li> <li>• Ability to keep abreast of changes in construction and service technologies and standards</li> <li>• Knowledge of relevant Health and Safety legal requirements</li> <li>• IT competency - in MS Office applications</li> <li>• Building Regulations knowledge (especially AD B) and the Regulatory Reform (Fire Safety) Order 2005</li> <li>• Line management and development of staff</li> <li>• Ability to see and understand the bigger picture and to relate it to own work programme and projects</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Practical knowledge of mechanical and electrical installations</li> <li>• Ability to demonstrate an understanding of the aspirations of tenants and leaseholders and be committed to meeting these wherever possible</li> <li>• IT competency – in CRM/Dynamics, iPos, Integrator</li> </ul>	<b>Application form Interview</b>
<b>Diversity/Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understand how diversity policies and equal opportunities plays a vital role in customer care</li> </ul>	<b>Interview</b>

<i><b>What are we looking for?</b></i>		<i><b>How will we check if you have it?</b></i>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Communication</b> – Using clear and effective written and verbal communication skills with others</li> </ul>	<b>Application form Interview Test</b>
	<ul style="list-style-type: none"> <li>• <b>Numerical Skills</b> – A sound ability to make judgements from figures quickly and apply skills to finance, forecasting and invoicing</li> </ul>	<b>Test</b>
	<ul style="list-style-type: none"> <li>• <b>Negotiation and Influencing</b> - Able to persuade and convince others to a course of action and/or negotiate solutions</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Working with others/Team work</b> – Developing and maintaining effective and co-operative working relationships with others and showing respect for all.</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Innovation and problem solving</b> - Produces ideas for improvements, new activities and problem solving</li> </ul>	<b>Application form Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Judgement and decision making</b> - Able to make sound decisions and solve problems based on good use of judgement</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Planning and organising</b> - Working in a systematic way, planning and allocating time and resources effectively</li> </ul>	<b>Application form Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Achieving results and quality focus</b> - Setting high work standards and demonstrating commitment to achieving objectives</li> </ul>	<b>Application form Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Customer Focus</b> – Identifying and meeting the needs of internal and external customers</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• <b>Liaising and networking</b> – Able to build constructive relationships with others both inside and outside the organisation to improve knowledge, share information and ensure effective business practices.</li> </ul>	<b>Interview</b>

### **Additional requirements**

Be able to climb ladders/scaffold to reach inaccessible spaces and be able to inspect in confined spaces  
Clean driving license and car owner, though use of public transport may be required